

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 11: Independent Living	Effective Date: July 1, 2006
	Section 12: Discharge Summary and Post-Discharge Summary	Version: 1

POLICY [CLARIFIED]	OLD POLICIES: 404.50, 404.51
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- The Indiana Department of Child Services (DCS) will assure that all open CHINS, Probation IV-E , or JD/JS Place and Pay cases in Indiana Child Welfare Information System (ICWIS) of youth who are receiving Independent Living Services (IL) have a discharge summary completed.
- DCS will assure that all open cases in IL County managed by an IL Field Specialist of youth receiving voluntary services will have a post-discharge summary completed.

Code References

[42 USC 677: Chafee Foster Care Independence Program](#)

PROCEDURE

Prior to case closure for all CHINS and Probation ward cases (for youth between ages 16-21), the Family Case Manager (FCM) will:

1. Complete the discharge summary (located in the Interview Module in ICWIS) with information provided by the youth; or
2. Complete the discharge summary on information known about the youth or information provided by the youth's Chafee IL contracted service provider if the youth refuses to meet with the FCM or the youth's whereabouts are unknown.

Prior to case closure for all CHINS and Probation ward cases (for youth between ages 16-21) and Voluntary Services cases (for youth between ages 18-21), the Chafee IL contracted service provider will:

1. Complete the [discharge summary tool](#) with each referred CHINS youth and Probation ward being provided services upon case closure or complete the tool based on information known about the youth based on service provision if the youth refuses to meet or the youth's whereabouts are unknown and provide to the youth's FCM.
2. Complete the [post-discharge summary tool](#) with each referred former foster youth upon case closure or complete the tool based on information known about the youth based on service provision if the youth refuses to meet or the youth's whereabouts are unknown and provide to the IL Field Specialist.

The Probation Officer will:

1. Complete the [discharge summary tool](#) with each Probation ward being provided services upon case closure or complete the tool based on information known about the youth based on service provision if the youth refuses to meet or the youth's whereabouts are unknown and provide to the DCS FCM responsible for the case in ICWIS.

The Voluntary Services Caseworker (VSC) will:

1. Complete the post-discharge summary (located in the Interview Module in ICWIS) with information provided by the youth; or
2. Complete the post-discharge summary on information known about the youth or information provided by the youth's Chafee IL contracted service provider if the youth refuses to meet with the FCM or the youth's whereabouts are unknown.

PRACTICE GUIDANCE

Obtaining Needed Documents

The Chafee IL service provider will provide assistance with obtaining a copy of the youth's birth certificate, social security card, a State ID card if unable to obtain a valid driver's license, and other necessary documents such as school and medical records prior to dismissal of wardship. These documents may be available in the youth's DCS case file.

FORMS AND TOOLS

- [Discharge Summary Tool](#)
- [Post-Discharge Summary Tool](#)

RELATED INFORMATION

N/A